

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-21				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			See comments below.				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 01/05/2011 To 10/31/2011					
Comments: WA Title: CLIMATE CHANGE ADAPTATION ROUNDTABLE The purpose of this action is to initiate a new work assignment and to request a work plan from the Contractor in response to the attached Statement of Work.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/19/2009 To 11/18/2014										
This Action:						97				
Total:						97				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Scott Fontenot						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-566-2236				
						FAX Number:				
Project Officer Name Cathy Turner						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0951				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Bradley Austin						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5574				
						FAX Number:				

**Performance Work Statement
Technical Support for Stimulating and Promoting
Innovations to EPA's System of Environmental Protection**

I. Introduction

The Environmental Protection Agency (EPA), Office of Policy, Economics and Innovation (OPEI) is seeking sophisticated and strategic technical support to initiate, test, evaluate and promote widespread adoption of innovations in the nation's system of environmental protection. EPA's commitment to innovation was renewed in its strategy, "Innovating for Better Environmental Results" (hereafter referred to as the Innovation Strategy), which can be found at www.epa.gov/opei/strategy. Innovation is critical to the success of EPA's work in encouraging responsible stewardship in the public and private sectors as well as on the part of individual citizens. [See "Everyday Choices: Opportunities for Environmental Stewardship" at www.epa.gov/innovation/pdf/rpt2admin.pdf.]

Innovations by their nature can take many forms, including forms not currently anticipated. Innovations may range from incremental improvements in existing policies and programs to entirely new ways of addressing environmental problems.

Under this contract, the contractor shall assist the EPA in stimulating and promoting innovation in a variety of ways, such as:

- establishing pilot projects;
- measuring and evaluating the results of projects and other innovative efforts;
- analyzing the potential value of innovations for broader application;
- applying promising innovations and disseminating information about innovation on a broader scale; and
- providing systemic support to encourage an organizational culture that embraces innovation, is fully collaborative both internally and externally and provides stewardship leadership by example.

II. Background

Consensus is growing among many parties working on environmental issues that our nation's environmental protection system faces an increasingly complex set of challenges. Problems such as polluted runoff from streets and farms, global climate change and loss of habitat and biodiversity require a broader set of tools than those that have been used in the past. There is also widespread interest in assessing whether alternatives to the existing regulatory tools could provide environmental results with less economic and social burden.

A variety of factors create the need to search for more innovative approaches to environmental protection. Some of these factors are pressing environmental problems for which existing regulatory tools have not been effective. Other factors are economic, such as the continued pressure to create more value for each taxpayer dollar invested. Some feel that the single medium approaches that have dominated existing environmental laws and programs should be

complemented with programs that adopt a geographic, sectoral or facility-wide approach. Accordingly, EPA recognizes that it needs to be adaptive, collaborative and flexible in finding ways to protect public health and improve environmental protection.

As elaborated more fully in the Innovation Strategy and Everyday Choices, EPA recognizes the need to develop new approaches to improve environmental results. These approaches include a range of functional and operational techniques, such as: cross-media approaches; incentives to reward and encourage performance beyond regulatory requirements; partnership programs; use of environmental management systems; regulatory flexibility; emissions and effluent trading and related efforts to achieve overall environmental improvement; the creative use of information on environmental impacts; smart growth approaches to land development; and pollution prevention and collaborative processes. Often an innovative approach may include a combination of these approaches. Furthermore, EPA must ensure that it has an organizational culture that encourages innovative thinking as a routine part of the agency's way of doing business.

To enhance its innovation capacity, EPA needs technical support of many kinds. Using this contract, EPA will draw on such expertise to strengthen environmental partnerships and collaborative capacity, target priorities, expand the current collection of tools, conduct supporting technical analyses and create a more innovative culture to effectively solve challenging problems across the Agency.

III. Scope of Activities and Expertise Requirements

To promote the discovery and use of innovations at all levels of environmental protection, EPA will require technical support for multifaceted activities across the whole innovation cycle. The innovation cycle includes five different elements:

1. Planning and managing innovation
2. Testing innovations
3. Measuring, evaluating and analyzing performance of innovations
4. Encouraging broad-scale use of innovations
5. Growing an organizational culture that encourages development, discovery, diffusion and application of innovations

These elements may occur as sequential phases, in parallel or as single steps, depending on the situation. In some cases, innovative approaches may be identified by the agency itself; in other cases they may come to the agency's attention through other sources such as states, communities, regulated organizations or nongovernmental groups.

The contract is intended to be a resource for innovators throughout EPA. The contractor shall primarily support the Office of Policy, Economics and Innovation (OPEI), National Center for Environmental Innovation (NCEI) [formerly the Office of Environmental Policy and Innovation (OEPI)], but may be called on to support work in other parts of NCEI or in other offices across the agency, including regional offices. All effort performed by the contractor shall be in accordance with the task areas specified in this Performance Work Statement.

In all contact with the public and Government officials, contractor personnel shall identify

themselves as contractor employees working under contract to the EPA. Contractor identification badges/visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings. The contractor shall submit all analyses, options, recommendation, reports, and training materials required under this contract in draft for critical review by the contracting officer or the contracting officer's representative (COR). The Government will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this contract and make the final decision on all contractor provided recommendations. The contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining EPA's express written approval. When submitting materials or reports that contain recommendations, the contractor shall:

- explain or rank policy or action alternatives;
- describe procedures used to arrive at recommendations;
- summarize the substance of deliberations;
- report any dissenting views;
- list sources relied upon;
- detail the methods and considerations upon which the recommendations are based.

The contractor shall not provide any legal services to EPA under this contract absent express written advance approval from EPA Office of General Counsel.

Work Assignments: The contractor will be required to perform activities according to EPA's determination of their nature, scope, level of priority, and desired outcomes, via the issuance of work assignments. The contractor shall respond to work assignments in accordance with the appropriate section(s) of this Performance Work Statement. These work assignment activities may fall into one, or a combination, of the five elements.

Work Plans: In response to EPA's specific requests for work under this PWS, the contractor shall prepare specific work plans and provide progress and final reports. All deliverables produced by the contractor shall be presented to EPA in a format approved by the project officer and/or the work assignment manager as specified in the work assignment.

Element 1: Planning and management support

Description: Element 1, planning and management, supports work in all of the other elements described in this PWS. Under this element, EPA will establish overall innovation management plans and will build background information and inventories, to help with decisions related to current and proposed innovations. In identifying and building support for proposed innovations, interactive processes are needed for dialogues, surveys, focus groups, etc. The contractor shall provide planning and management support for environmental innovations.

Performance: The planning and managing section of the PWS includes many activities and related analyses and information that will also be performed in connection with, or to complement, the rest of the elements that support innovation. For example, activities established

under the first element may be utilized as innovation goes through testing (element 2), evaluation (element 3) and scale-up (element 4).

1. Research: The contractor shall perform analytical research to provide information and answers to specific questions about existing or proposed innovative approaches raised by the Agency or by others such as states, communities, non-governmental or regulated organizations. EPA is interested in learning the answers to questions, such as:

- Is the innovation already being used? \
- What are the potential benefits (and risks or costs) of the innovation?
- What are the existing barriers?
- What are the requirements for successful deployment?
- What are the predicted outcomes (environmental or others) of the innovation (among many other issues)?

In performing studies and research for the identification, design, and development of innovations, the contractor may be asked to perform the following tasks:

- Information and database searches
- Literature surveys
- Trend analyses of economic, environmental, and regulatory factors
- Opportunity assessments
- Recommendations development to assist with policy analysis and formulation
- Evaluation of current projects and programs
- Data gathering in the field on a variety of issues
- Analysis of significant environmental problems, their causes, and possible approaches for addressing them, including innovative collaborations
- Risk analysis of innovations
- Projection studies for training, outreach and other resource needs
- Projection studies for environmental outcomes
- Surveys of potential external partners for innovation activities
- Analysis of innovations at the state and local levels

The contractor shall conduct literature searches using data bases and sources identified in the work assignment (or specified later in written technical direction) and provide the resulting summary or technical analysis. The contractor shall also identify discrepancies or inconsistencies in the data sources. The contractor shall be expected to perform other research exercises in accordance with the work assignment Performance Work Statement.

2. Communication (and education): As required in this Performance Work Statement and detailed in specific work assignments, the contractor shall communicate and disseminate information concerning existing and proposed innovations across the agency, to states, local governments, tribes, the public, industry, local or national environmental groups,

small businesses and other organizations. Communication functions include, but are not limited to:

2.1. Publications: The contractor shall prepare drafts of materials and revisions according to the individual work assignments. The contractor shall coordinate with the National Technical Information Service (NTIS) and other identified entities as appropriate to make documents available to the public. This includes copying materials to go to NTIS, if needed, keeping track of documents, and delivering materials to NTIS and others. Forms of output may include guidance documents, technical manuals, outreach pamphlets, brochures and fact sheets. The contractor may be asked to prepare electronic versions of draft and final documents, in either, or both, HTML and PDF. In all cases, documents shall comply with Section 508 requirements for accessibility (www.section508.gov), and EPA guidance where available.

2.2. Internet-based outreach and dialogue: The contractor shall fully support internet-based means for outreach to, and involvement of, the public. Such support shall include, in addition to the services described below under “Web development support,” designing and implementing interactive mechanisms such as wikis, podcasts, blogs, RSS feeds and Internet-based dialogues that facilitate public discussion on topics related to all aspects of the agency’s business (policies, rules, issues, etc.). The contractor shall design and develop appropriate web-based programs to manage dialogues for internal national work groups, intergovernmental groups, or for the general public; recruit expert panelists, and report results both on a daily and a post-event basis. An example of the kind of dialogue the contractor may support is described in Democracy On-Line: An Evaluation of the National Dialogue in Public Involvement in EPA Decisions (January 2002, Resources for the Future, Washington, DC) www.rff.org/rff/Documents/RFF-RPT-demonline.pdf and its archive that is available at www.network-democracy.org/epa-pip.

3. Data gathering and information management: The contractor shall collect, organize, and maintain data and information to be used by the agency. Such data may be from secondary sources or may have to be gathered by the contractor. Contractor gathered data may include environmental and/or socio-economic data, opinion surveys, and a wide range of other data relevant to the design or performance of policy innovation.¹ EPA will use these data for its analysis of technical issues and options for alternative regulatory and non-regulatory approaches and strategies relating to environmental protection. EPA and others may also use this information to find innovative approaches that can be used in other applications. In addition, the contractor shall use these data as background information and inventories related to current and proposed innovations and make them available to the EPA staff or others. The contractor shall develop, manage and analyze applications and databases using EPA-supported platforms and software (see <http://www.epa.gov/webguide>). The contractor shall create, or use, software programs to design forms, collect and enter data, manipulate the data as required by EPA, and design and produce formal and ad hoc reports. The contractor shall perform these activities in conjunction with developing electronic and hard copy catalogues and/or internet/intranet collection/display sites where the EPA staff or others outside EPA can easily access the information or data. The contractor shall also develop publications and other vehicles for communicating to the general public about all aspects of innovation in connection with all of

the elements described below. Such communications may relate to projects that have been proposed or are underway; results of evaluations and diffusion of innovation ideas, among other things.

4. Surveys and feedback: The contractor shall provide support for surveys and other means for obtaining feedback from external parties, dealing with EPA. This includes planning, designing, conducting, analyzing and presenting the results of surveys, preparation of the Information Collection Request (ICR), and assisting NCEI, and other offices and regions in EPA, in designing, conducting and analyzing such surveys. It may also include maintaining a database on EPA-conducted surveys to serve as a resource for future survey design, and assisting EPA in building consensus about the purpose and follow up activities. See the EPA feedback guidelines, “Hearing the Voice of the Customer” [www.epa.gov/customerservice/feedback/voice.htm] and the permit toolkit, “Customer Service in Permitting” [www.epa.gov/customerservice/permits] [Note: Surveys for more than nine non-federal respondents require approval from the Office of Management and Budget [www.epa.gov/customerservice/pdfs/2006icr.pdf]]

5. Reports: The contractor shall provide EPA with various evaluation and analytical reports; option papers, recommendations and proposals; project design reports; minutes, summaries and findings from meetings; internet and electronic data base and information inventories. The contractor may be asked to prepare electronic versions of draft and final documents, in either or both HTML and PDF. In all cases, documents shall comply with Section 508 requirements for accessibility (www.section508.gov), and EPA guidance where available.

6. Web development support: The Contractor shall provide web services both on a project-specific basis and for the purposes of broader scale outreach. The purpose of the broader scale outreach is to effectively communicate innovations to EPA staff, states, interested parties and groups, and the general public. These web services shall include:

- Maintaining existing web sites and databases, including the design, testing and implementation of enhancements, adding and populating new modules, and fixing bugs in a short timeframe.
- Designing, testing and populating new web sites, data bases and web-based communication [e.g. blog, wiki, podcast, RSS feed] to support innovation and policy development. Designs will be tested and optimized for different browser conditions and operating environments.
- Suggesting ways to improve the web site.
- Ensuring that all web work is in compliance with agency and government-wide web policies and requirements. These include Federal Section 508 requirements for accessibility and EPA specifications for public web site and web page content.
- Events: The contractor shall provide technical and administrative support for informational and training events about innovation(s), both within the agency and including others.
 - Events include meetings, conferences, workshops, focus groups,

public hearings, and other public involvement events. These events may be limited to participants from within the agency, include EPA and other regulatory agencies, or may be open to the general public. The Scope of events may be national, regional, or local in scope.

- Technical support could include: researching and preparing background information; facilitating sessions; recording sessions and preparing and analyzing minutes, summaries, and proceedings. Forms of outputs may include research and technical analysis of issues raised by affected or concerned participants. The contractor shall clearly indicate the assumptions made, sources used and not used, and methodological choices made, both, conceptually and in data selection.
- Administrative support could include preparing mailing lists, correspondence, name badges, registration packets; researching potential venues; developing on-line secured sites; managing registration; help in payment of hotel bills under EPA supervision; purchasing conference materials such as notepads and folders; producing flyers and agendas; arranging for working meals; staffing the registration desk; and procuring, as well as supporting on site audio-visual equipment.
- Some current examples of planning activities are to analyze system change models and to develop criteria and processes for measuring, evaluating and scaling up successful experiments.

Element 2: Testing innovations

Description: Element 2 involves testing proposed innovations on a limited scale (e.g., pilot projects) to assess the effectiveness of the approach in addressing environmental problems or improving the performance of the environmental protection system. Such testing is expected to provide useful information about topics such as environmental and behavioral impacts, costs, procedures, and acceptance, in real-world applications. In this phase EPA will select the innovation to be tested, identify partners for such testing, identify stakeholders and other interested parties, and will determine the scope and resources needed. EPA will collaborate with partners and other parties to specify the actions to be undertaken and necessary implementing steps. EPA will then implement and monitor the test activities. EPA may also perform orientation and capacity building training according to the needs of the stakeholders and EPA staff. The contractor shall provide support for all of these aspects of testing environmental innovations.

Performance: The contractor shall support testing or piloting of innovations by EPA or by the outside partners identified by EPA. EPA will determine the extent of testing needed. Activities in support of testing shall include all aspects of project management, including:

- Providing technical assistance to EPA and its partners in designing the pilot project or other test(s).
- Identifying potential stakeholders and other interested parties.
- Providing training workshops; identifying and analyzing potential innovative Approaches.
- Soliciting proposals for testing those approaches or other approaches identified by outside parties.
- Facilitating meetings with partners, stakeholders, or the general public.
- Creating materials for communication with partners, stakeholders, or the general Public.
- Organizing and implementing pilot projects.
- Developing and implementing techniques for monitoring or tracking progress and outcomes of pilot projects.
- Organizing site visits to pilot projects.
- Analyzing the experience and lessons learned in pilot testing.

The contractor will not be the implementer of tests or pilots.

Current examples of testing activities include are implementation of pilot projects under programs such as Pollution Prevention in Permitting Program (P4) [www.epa.gov/oppt/p2home/pubs/casestudies/p4intitlev.htm], water quality trading www.epa.gov/owow/watershed/trading.htm, integrated permitting www.epa.gov/permits/integrated.htm, lean manufacturing www.epa.gov/lean, tools and resources for the CARE Program www.epa.gov/CARE, and streamlining OPP's re-registration program www.epa.gov/pesticides/regulating/index.htm.

Element 3: Evaluating innovations

Description: Element 3 often complements initial research performed during planning in Element 1 and testing in Element 2. EPA will evaluate a variety of innovations including but not limited to those tested by EPA under Element 2. EPA will also revise earlier analyses and formative evaluations of the proposed innovative project or program. Some evaluations may be extensive; others may be brief assessments. Evaluations will focus on forward thinking actions to determine deployment plans, policies and strategy. Evaluations and assessments will provide information to help EPA answer questions about project selection and priorities, economic factors, environmental outcomes/impacts/results, future plans and deployment strategies, regulatory conflict, cultural barriers and gaps in the knowledge base of the people who are involved. Evaluations will also provide information about the potential effectiveness of proposed innovations. The contractor shall provide support for measuring, evaluating and analyzing the performance of environmental innovations and core programs.

Performance: The contractor shall perform a variety of analyses and evaluations, relating to innovations that have been implemented by EPA, or its outside partners. Once completed, the evaluation and/or analysis shall be presented to EPA, according to the work assignment performance work statement.

1. Evaluations: The contractor shall perform surveys, participate in conference calls, perform site visits, design evaluation frameworks and implement evaluations for innovations. The contractor shall perform or coordinate peer or expert reviews of evaluation methodologies and reports. Evaluations shall address the technical and behavioral elements of change. Such evaluations shall include:

- Policy and program evaluation to identify potential innovations and the impacts of those selected.
- Formative evaluations to evaluate potential innovations before testing may be desirable. (Research and policy analysis must support this type of evaluation. Such evaluations shall include assistance in program design to better enable measurement and evaluation of the innovation.)
- Cost-effectiveness evaluations to analyze the benefits of the outputs/outcomes with the external and internal costs of producing them.
- Process evaluations and assessment to analyze and track progress and to assess the projects on a variety of indicators, including environmental and organizational impacts.
- Impact evaluations of the scope and effectiveness of the different phases of the innovation cycle in terms of end results.
- Outcome evaluations comparing outcomes to the objectives or the goals of innovation during testing and scale up.
- Evaluations of emerging issues to identify and evaluate emerging environmental and human health problems.
- Other evaluations related to the innovation.

2. Analysis: The contractor shall analyze data and information about innovations. As part of the evaluations, analyses shall address the technical and behavioral elements of innovation.

- Analyses of trends: The contractor shall perform trend analyses for innovation related topics occurring within other countries, states, local governments, tribes and industry to identify opportunities for innovations. The contractor shall collect information and qualitatively and/or quantitatively analyze current trends to identify opportunities for innovative projects or programs. Trend areas may include organizational, economic, environmental, technological and regulatory factors such as economic incentives, pollution levels, conservation activities and human behavioral changes.
- Analyses of opportunities: The contractor shall identify, analyze and prioritize opportunities for innovation according to specific criteria established by EPA. This may require up-front research including information searches, surveys and other feedback activities. Activities may include evaluating the EPA criteria for possible improvements and performing research to identify best practices for policies, rules and practices, as well as analyzing different options for changing such policies, rules or practices. Benchmarking is a term used to describe

the practice of looking outside your organization to find and possibly use a tool or process of another organization. EPA often benchmarks with other federal agencies but may also benchmark with organizations in other countries, in states and in local communities.

- Analyses of existing and proposed legislation and regulations for policy development: The contractor shall perform initial and trend analysis in environmental legislation and regulations at the federal, state, local and tribal levels for industries and businesses identified by the agency and provide information for policy development for innovative projects or programs based on those trends.
- Evaluative Design Work - Pilot Design: The contractor shall provide technical support evaluating the design of the testing and deployment of an innovative idea. Evaluations that come into play in the design include but are not limited to the cost-effectiveness, organizational adjustments, behavioral changes and environmental benefits of prospective projects.

Some current agency-wide examples of evaluation activities are to hold an annual program evaluation competition, maintain agency-wide Program Evaluation Network (PEN) management and overhead, and undertake additional capacity building activities for evaluation in all offices

Element 4: Encouraging broad-scale application of innovations

Description: Element 4 involves strategically deploying or scaling up the innovations.

Deployment or scale up strategies will take proposed innovations to broader application and may even take the innovation to a national level. Deployment may involve the integration of the innovation into a nationwide program or may occur on a narrower scale. In some cases, EPA will be the primary entity adopting the innovation; in others, parties outside EPA such as states, local government, industry or others will perform the deployment. In the latter case, EPA, working with these parties, will focus on outreach and will provide the leadership, guidance, policies and coordination needed to turn an innovation into an established environmental practice. The process of deployment and scale up will likely take many forms and vary greatly depending on factors such as the nature of the innovation, the partners involved in the process and the constituencies identified as appropriate to adapt and adopt the innovation. The contractor shall provide support to deploy or scale up environmental innovations.

Performance: At EPA's direction, the contractor shall assist in the deployment or scale up of the innovation. The contractor shall provide assistance to EPA in developing and implementing strategies for scaling up or deployment. In general, innovation deployment and system change will occur through the following four activity elements, although this is not an exclusive list:

1. Support for policy and regulatory development designed by EPA to enable mainstream use of an innovation and incorporation into the operational systems of environmental regulatory agencies;
2. Outreach and communication support designed to assist EPA in conveying both

the utility of the innovation itself and the implications to stakeholders on its incorporation into regulatory systems;

3. Education and technical assistance support designed to help EPA in creating capacity for its use and delivery within environmental regulatory agencies;

4. System change support to assist EPA facilitating and supporting organizational adjustments and strategic planning necessary to fully institutionalize an innovation within an environmental regulatory agency.

In connection with the above tasks, and others not specifically listed, the contractor shall: gather facts, perform research and analysis, identify options, convene and facilitate meetings with stakeholders, produce publications, analyze and brief people inside and outside regulatory agencies about innovations, hold conferences and provide technical web and database expertise. In some cases, the functions involved in scaling up an innovation will be similar to those in element 2, testing (e.g., applying an innovation that has been tested at one facility to a limited number of facilities in a different jurisdiction or industry sector). Therefore, all functions listed in element 2 may be required in element 4, as well. The scope of this contract does not extend to full-scale implementation of innovations, but rather to the transition from the initial testing phase to broad application.

An example of scale up and system change activity is the ongoing effort to encourage wider use of the self-certification approach for small businesses first used in the Massachusetts Environmental Results Program (ERP).

A second area for scale up is Administrative Lean and Lean Process Improvement. To encourage broad scale application and provide system change support for this particular arena, the contractor would be called upon to provide services to assist with the design and implementation of Administrative Lean concepts, also known as Lean Process Improvement concepts. Specifically the services should include:

- Mentoring, coaching, teaching and facilitating best practices, methods, techniques, and tools for Administrative Lean concepts to EPA/government processes, and
- Advising and supporting specific Administrative Lean activities/events being undertaken by EPA, including written project documentation.

The skills/abilities and behaviors necessary to encourage broad application of Lean include: good communication, instruction and facilitative skills; being process driven with the ability to learn business concepts, model processes and quickly relate them to the specific needs of a government project; strong risk assessment and problem resolution skills; the ability to analyze, synthesize, and identify weaknesses and process development expertise, with the administrative skills to document processes, meetings and decisions.

Element 5: Promoting systemic organizational change

Description: Element 5 recognizes that the organizational fabric of EPA must be supportive of

innovation for innovations to succeed. (See Part IV of the Innovation Strategy, “Foster a More Innovative Culture and Organizational Systems.”) For innovation to be part of the way EPA does business, the staff and managers at EPA and partner organizations must be willing to: think of themselves as environmental problem solvers (as well as implementers of established programs), consider alternatives to traditional approaches for addressing problems, use their creativity in seeking new partners and better ways to collaborate, and take reasonable risks in trying out new approaches to environmental protection. This element complements innovative activities supported by Elements 1-4 and fosters success of the agency’s routine activities. Element five has been established to ensure that a culture of innovation exists at EPA and that a system is developed to foster the culture shift.

Performance: The contractor shall provide support to foster systemic organizational change designed to build a culture of innovation. The contractor shall be knowledgeable about organizational systems and their impact on organizational behavior and about methods of organizational culture change. The contractor shall provide substantive and procedural support in at least six aspects of organizational culture change: (1) goal definition and development; (2) barrier identification; (3) change strategy development; (4) strategy implementation; (5) assessment and evaluation; and (6) strategy revision and refinement. Functions involved in Element 5 may include research and analysis of organizational systems (such as budgeting, human resources, contracting and others); communications; information management; project and activity tracking; training; capacity building; technical assistance; facilitation; meeting support; workshops; focus groups; interviews; literature review; surveys; coaching and advising, and other methods.

Potential culture change activities may also include: making innovators throughout the agency aware of the services available under this contract; assisting EPA in evaluating innovation proposals for funding, and supporting a national symposium of innovators within and outside EPA.

Examples of initiatives under way at EPA that may encourage culture change are the rotation of senior managers, the reassessment of the agency’s goal structure to make its performance objectives more outcome-based, and the availability of training in collaboration knowledge, skills and behaviors.

¹ The contractor shall not have access to confidential records protected from disclosure by the Privacy Act of 1974

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Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 4-,5,8 - Element 1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/05/2011 To 10/31/2011				
Comments: The purpose of this amendment to Work Assignment 1-21 is to add 182 level of effort hours and to request a revised workplan and cost estimate. Task 4 will require the most LOE hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
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This Action:						182				
Total:						279				
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						FAX Number:				
Contracting Official Name Jami Rodgers						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4781				
						FAX Number:				

Title: Identification of Current EPA Program and Regional Climate Change Adaptation Practices and Needs to Assist in the Development of Adaptation Strategies and Innovation.

Contractor: IEc, Inc.

Contract No.: EP-W-10-0002

Work Assignment Number: 1-21 Amendment

Estimated Period of Performance: Date of issuance to November 18, 2011

Estimated Level of Effort: 109 hours
182 hours (amendment)
291 total hours

Key EPA Personnel:

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202/566-3001 (fax)

Background and Purpose:

The purpose of this amendment is to obtain support from the contractor for an additional 8 roundtable discussions scheduled by OSEM in May-June 2011. These roundtables will be done by conference phone line and require no travel.

As part of its response to the Executive Order of October 2009 on Climate Change, EPA will need to consider development of a strategy to address climate change adaptation as part of its core work. EPA will play an important role in the overall government response because of its key environmental regulatory role. This OSEM project will support EPA's future efforts on Climate Change Adaptation by:

- Identifying current Agency practices that support climate change adaptation (*e.g.*, rules, permits, strategic planning, state implementation, voluntary programs, etc.) and identify examples and case studies of their application and results.
- Identifying agency-wide needs that could be addressed as part of our strategic response (*e.g.*,

training, program-specific guidance, data and information, analytical tools to support integration of Climate Change Adaptation into Agency action, and improved EPA-state/tribal partnerships focused on Adaptation planning and implementation);

- Identifying potential targets and approaches for pilot testing, evaluating and mainstreaming innovative approaches to adaptation.

This project will support EPA's involvement in the interagency work being led by the President's Council on Environmental Quality (CEQ) but, its ultimate value to the EPA is in helping the Agency identify activities currently being used by programs and regions that might be refined and propagated further while identifying areas for strategic attention to expand our capacity, create tools, guidance and information, as well as target opportunities to pilot test innovative approaches to advance the Agency's understanding of Adaptation planning.

The project would create a series of Agency round-tables that will bring knowledge and understanding of Agency programs to the forefront of developing Agency-wide strategies and identifying critical needs for implementing those strategies through programmatic activities (e.g., rule development, development of environmental criteria and standards, scientific and assessment operations, enforcement and compliance, etc.). This project will identify current practices within the agency as well as identify specific recommendations about strategies, tools and partnerships needed to integrate adaptation more fully as an element of operation across the Agency. It will also provide information about opportunities that EPA staff and managers might see for future change in practice to affect planning and activities supporting climate change adaptation. This input would provide information for an Agency effort to develop a strategy for promoting and managing climate change adaptation.

The round-tables will also provide an opportunity to tap the perspective of experienced staff and managers regarding opportunities under existing statutory authority and ways climate change adaptation could be supported through the Regulatory Agenda. The discussions will provide the opportunity to identify strategic planning and investment needs (e.g., developing climate change adaptation policies and implementing them through programmatic operations such as EPA-State Performance Partnership Agreements and programmatic *State and Tribal Assistance Grants* (STAG). This information could help inform the Agency's strategic planning and accountability process.

The focus will be on identification of broad tools and policies and useful examples that could be adapted for broader use. The concept is to provide a broad Agency-wide view of current practices and potential areas for partnership, tools and information development that will guide our strategy for improving the ability of the Agency as a whole to address adaptation. Development of program-specific guidance, such as guidance for permit writers or rule writers in

any program will not be a direct outcome of this project but rather development of those types of guidances will be a program-specific response to a general Agency-wide description of practices and needs.

OSEM will work with Agency climate change coordinators and the Agency's Innovation Action Network to identify potential participants who represent a depth and breadth of knowledge of programs, operations and Adaptation issues for the round-tables. A subgroup of these networks will also serve as advisors to OSEM to provide review or draft agendas and background materials for each of the three planned round-table events. Each round-table is expected to take a half day.

OSEM has already convened a total of 3 round table discussions – one in Washington DC, and two in Chicago, IL, and San Francisco, CA, and shall now direct the contractor to convene eight (8) more round table discussions – five for States and three for Tribes and shall ask the contractor to provide a trained and experienced facilitator who is familiar with techniques for using round-table discussion to gather information and formulate recommendations. These roundtable discussions shall be held via teleconference. Each round-table will have essentially the same agenda designed to capture information about current practices and projects as well as perspective about information, tools and strategies to address the 3 objectives. We anticipate that the round-tables under this work assignment will only be the beginning of a broader process not covered under this scope which will involve more extended Agency review and comment as well as subsequent revision. While future review and input by state and local Agencies and other stakeholders will be necessary, this is not included under this scope.

Contractor support for this Work Assignment would include the development of an Agenda in consultation with the WAM and WAM's technical advisors; development of an invitation letter, experienced and expert facilitation for each of the three round table discussions, experienced not-taking for each round-table, and a summary report with recommendations before the end of calendar year 2011.

The project will focus on three knowledge-based outcomes:

- Identification of current Agency practices that support climate change adaptation (*e.g.*, rules, permits, strategic planning, state implementation, voluntary programs, etc.) and, identification of examples and case studies of their application and results.
- Identification of agency-wide needs that could be addressed as part of our strategic response (*e.g.*, training, program-specific guidance, data and information, analytical tools to support integration of Climate Change Adaptation into Agency action, and improved EPA-state/tribal partnerships focused on Adaptation planning and implementation);

- Identification of potential targets and approaches for pilot testing, evaluating and mainstreaming innovative approaches to adaptation.

We anticipate that these outcomes will feed Agency activities directed at developing strategies for addressing Climate Change Adaptation through establishment of an Agency-wide and inclusive process. Our goal is to use results of the round-tables to establish recommendations for policy change and identification of opportunities to pilot test, evaluate, and mainstream new approaches for Agency Programs and Regions.

Quality Assurance (QA) Requirements

Check [] Yes or [X] No, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above.

Tasks and Deliverables:

The WA COR shall review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 – Participate in an Initial Project Meeting With the COTR and COTR’s Technical Advisors to Address Questions About the Project. (SOW Ref. - Work Area A, Data Gathering and Analytical Support, page 5)

Within five (5) days of acceptance of the contractor’s work plan, the contractor shall arrange for a teleconference meeting between the key contractor staff and the COTR and COTR’s technical advisors to address any questions related to the Work Assignment. Key contractor staff shall include but not be limited to the contractor’s work assignment manager, and the proposed round-table facilitator.

Deliverables and schedule under Task 2.

- 2 a. Schedule teleconference meeting with COTR within 5 days of acceptance of the final work plan.**

Task 3 – Meeting Planning - Develop and Finalize Draft Round-Table Agenda and Invitation Letter for the Five (5) Regional and Three (3) Tribal Round-Tables. (SOW Ref. - Work Area B, Logistical and Outreach Support, page 7)

Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters for the both of the regional round-tables and the headquarters round-table to the COTR for review and comment. The agendas for the regional roundtables and headquarters round-table may differ and the contractor shall make suggestions about those differences to better address the two specific participant group discussions. The COTR shall provide the contractor with comment for revision to the draft agendas and letters within five (5) business days of receipt and the contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment. The COTR shall be responsible for transmitting the invitations to participants. The COTR shall provide the contractor with lists of participants for each round-table and identify the meeting site and provide logistical information including dates for each round-table and a point-of-contact on logistical matters for each of the eight (8) meetings within three (3) business days following acceptance of the final agendas and invitation letters. Each round-table is expected to include 8-13 participants.

Deliverables and schedule under Task 3.

- 3a. Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters.**
- 3b. The contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment.**

Task 4 – Conduct Eight (8) Adaptation Round-Tables. (SOW Ref. - Work Area B, Logistical and Outreach Support, page 7)

Within five (5) business days, the contractor shall confirm their availability and participation for each of the eight (8) round-tables to the COTR. The contractor shall also make contact with the EPA logistics point-of-contact (POC) for each of the three round-table sites. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the eight (8) round-table events. Each round-table should take approximately 3 hours to complete. The note-taker shall be responsible for capturing the detailed discussion at each session and later working with the facilitator to prepare a summary of all eight (8) sessions. The contractor need not prepare a summary for each session.

Deliverables and schedule under Task 4.

- 4a. Within five (5) business days, the contractor shall confirm their availability and participation for each of the eight (8) round-tables to the COTR.**
- 4b. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the eight (8) round-table events on the dates determined by the COTR .**
- 4c. The contractor shall prepare and submit a detailed written draft summary of each round-table discussion to the COTR within five (5) business days following each round-table.**

Task 5 – Revise Each Draft Round-Table Summary Based on COTR Comment and Prepare an Integrated Summary. (SOW Ref. - Work Area B, Document Preparation, page 7)

The contractor shall within five (5) business days of receiving COTR comment on the round-table summary, prepare and submit a revised summary round-table based on COTR comment on the earlier draft. Within ten (10) business days of the final round-table, the contractor shall also submit to the COTR, an integrated summary section that highlights areas of consensus from all eight round-tables. The integrated summary shall focus on principals that have been identified, specific project examples and tools, and recommendations for next steps by round-table

participants. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.

Deliverables and schedule under Task 5.

- 5a. The contractor shall within five (5) business days of receiving COTR comment on the draft round-table summary, prepare and submit a revised summary based on COTR comment on the earlier draft.**
- 5b. Within ten (10) business days of the final round-table, the contractor shall also submit to the COTR, an integrated summary section.**
- 5c. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.**

Summary of Deliverables:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**
- 2 a. Schedule teleconference meeting with COTR within 5 days of acceptance of the final work plan.**
- 3a. Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters.**
- 3b. The contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment.**
- 4a. Within five (5) business days, the contractor shall confirm their availability and participation for each of the eight (8) round-tables to the COTR.**
- 4b. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the eight (8) round-table events on the dates determined by the COTR .**
- 4c. The contractor shall prepare and submit a draft summary of all eight (8) round-table summary to the COTR within five (5) business days following the last round-table.**
- 5a. The contractor shall within ten(10) business days of receiving COTR comment on the draft round-table summary, prepare and submit a revised summary based on COTR comment on the earlier draft.**
- 5b. Within ten (10) business days of the final round-table, the contractor shall also submit to the COTR, an integrated summary section.**
- 5c. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.**

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-21				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			Climate Change Adaptation Roun				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 4,5,8 - Element 1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 01/05/2011 To 11/18/2011					
Comments: The purpose of this amendment to Work Assignment 1-21 is to reduce the number of roundtables from eight to seven under Task 4. As a result, the total level of effort is reduced by 24 hours from 279 to 255 hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 279				
11/19/2009 To 11/18/2014										
This Action:						-24				
Total:						255				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Scott Fontenot						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-566-2236				
						FAX Number:				
Project Officer Name Cathy Turner						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0951				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Jami Rodgers						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4781				
						FAX Number:				

Title: Identification of Current EPA Program and Regional Climate Change Adaptation Practices and Needs to Assist in the Development of Adaptation Strategies and Innovation.

Contractor: IEC, Inc.

Contract No.: EP-W-10-0002

Work Assignment Number: 1-21 Amendment - Reduce Task 4 Adaptation Round-Tables to 7

Estimated Period of Performance: Date of issuance to November 18, 2011

**Estimated Level of Effort: 279hours
(24) hours (amendment)
255 total hours**

Key EPA Personnel:

Work Assignment COR (WA COR):

**Scott Fontenot
OP/OSEM/IESD (1807T)
202-566-2236
202-566-2200 (fax)**

Contract Level COR:

**Cathy Turner
OP (1805T)
2021566-0951
202/566-3001 (fax)**

Background and Purpose:

The purpose of this amendment is to obtain support from the contractor for an additional 7 roundtable discussions scheduled by OSEM in May-June 2011. These roundtables will be done by conference phone line and require no travel.

As part of its response to the Executive Order of October 2009 on Climate Change, EPA will need to consider development of a strategy to address climate change adaptation as part of its core work. EPA will play an important role in the overall government response because of its key environmental regulatory role. This OSEM project will support EPA's future efforts on Climate Change Adaptation by:

- Identifying current Agency practices that support climate change adaptation (*e.g.*, rules, permits, strategic planning, state implementation, voluntary programs, etc.) and identify examples and case studies of their application and results.

- Identifying agency-wide needs that could be addressed as part of our strategic response (e.g., training, program-specific guidance, data and information, analytical tools to support integration of Climate Change Adaptation into Agency action, and improved EPA-state/tribal partnerships focused on Adaptation planning and implementation);
- Identifying potential targets and approaches for pilot testing, evaluating and mainstreaming innovative approaches to adaptation.

This project will support EPA's involvement in the interagency work being led by the President's Council on Environmental Quality (CEQ) but, its ultimate value to the EPA is in helping the Agency identify activities currently being used by programs and regions that might be refined and propagated further while identifying areas for strategic attention to expand our capacity, create tools, guidance and information, as well as target opportunities to pilot test innovative approaches to advance the Agency's understanding of Adaptation planning.

The project would create a series of Agency round-tables that will bring knowledge and understanding of Agency programs to the forefront of developing Agency-wide strategies and identifying critical needs for implementing those strategies through programmatic activities (e.g., rule development, development of environmental criteria and standards, scientific and assessment operations, enforcement and compliance, etc.). This project will identify current practices within the agency as well as identify specific recommendations about strategies, tools and partnerships needed to integrate adaptation more fully as an element of operation across the Agency. It will also provide information about opportunities that EPA staff and managers might see for future change in practice to affect planning and activities supporting climate change adaptation. This input would provide information for an Agency effort to develop a strategy for promoting and managing climate change adaptation.

The round-tables will also provide an opportunity to tap the perspective of experienced staff and managers regarding opportunities under existing statutory authority and ways climate change adaptation could be supported through the Regulatory Agenda. The discussions will provide the opportunity to identify strategic planning and investment needs (e.g., developing climate change adaptation policies and implementing them through programmatic operations such as EPA-State Performance Partnership Agreements and programmatic *State and Tribal Assistance Grants* (STAG). This information could help inform the Agency's strategic planning and accountability process.

The focus will be on identification of broad tools and policies and useful examples that could be adapted for broader use. The concept is to provide a broad Agency-wide view of current practices and potential areas for partnership, tools and information development that will guide our strategy for improving the ability of the Agency as a whole to address adaptation.

Development of program-specific guidance, such as guidance for permit writers or rule writers in any program will not be a direct outcome of this project but rather development of those types of guidances will be a program-specific response to a general Agency-wide description of practices and needs.

OSEM will work with Agency climate change coordinators and the Agency's Innovation Action Network to identify potential participants who represent a depth and breadth of knowledge of programs, operations and Adaptation issues for the round-tables. A subgroup of these networks will also serve as advisors to OSEM to provide review or draft agendas and background materials for each of the three planned round-table events. Each round-table is expected to take a half day.

OSEM has already convened a total of 3 round table discussions – one in Washington DC, and two in Chicago, IL, and San Francisco, CA, and shall now direct the contractor to convene seven (7) more round table discussions – five for States and three for Tribes and shall ask the contractor to provide a trained and experienced facilitator who is familiar with techniques for using round-table discussion to gather information and formulate recommendations. These roundtable discussions shall be held via teleconference. Each round-table will have essentially the same agenda designed to capture information about current practices and projects as well as perspective about information, tools and strategies to address the 3 objectives. We anticipate that the round-tables under this work assignment will only be the beginning of a broader process not covered under this scope which will involve more extended Agency review and comment as well as subsequent revision. While future review and input by state and local Agencies and other stakeholders will be necessary, this is not included under this scope.

Contractor support for this Work Assignment would include the development of an Agenda in consultation with the WAM and WAM's technical advisors; development of an invitation letter, experienced and expert facilitation for each of the three round table discussions, experienced not-taking for each round-table, and a summary report with recommendations before the end of calendar year 2011.

The project will focus on three knowledge-based outcomes:

- Identification of current Agency practices that support climate change adaptation (*e.g.*, rules, permits, strategic planning, state implementation, voluntary programs, etc.) and, identification of examples and case studies of their application and results.
- Identification of agency-wide needs that could be addressed as part of our strategic response (*e.g.*, training, program-specific guidance, data and information, analytical tools to support

integration of Climate Change Adaptation into Agency action, and improved EPA-state/tribal partnerships focused on Adaptation planning and implementation);

- Identification of potential targets and approaches for pilot testing, evaluating and mainstreaming innovative approaches to adaptation.

We anticipate that these outcomes will feed Agency activities directed at developing strategies for addressing Climate Change Adaptation through establishment of an Agency-wide and inclusive process. Our goal is to use results of the round-tables to establish recommendations for policy change and identification of opportunities to pilot test, evaluate, and mainstream new approaches for Agency Programs and Regions.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ No, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above.

Tasks and Deliverables:

The WA COR shall review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

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Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan.

However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 – Participate in an Initial Project Meeting With the COTR and COTR’s Technical Advisors to Address Questions About the Project. (SOW Ref. - Work Area A, Data Gathering and Analytical Support, page 5)

Within five (5) days of acceptance of the contractor’s work plan, the contractor shall arrange for a teleconference meeting between the key contractor staff and the COTR and COTR’s technical advisors to address any questions related to the Work Assignment. Key contractor staff shall include but not be limited to the contractor’s work assignment manager, and the proposed round-table facilitator.

Deliverables and schedule under Task 2.

- 2 a. Schedule teleconference meeting with COTR within 5 days of acceptance of the final work plan.**

Task 3 – Meeting Planning - Develop and Finalize Draft Round-Table Agenda and Invitation Letter for the Five (5) Regional and Three (3) Tribal Round-Tables. (SOW Ref. - Work Area B, Logistical and Outreach Support, page 7)

Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters for the both of the regional round-tables and the headquarters round-table to the COTR for review and comment. The agendas for the regional roundtables and headquarters round-table may differ and the contractor shall make suggestions about those differences to better address the two specific participant group discussions. The COTR shall provide the contractor with comment for revision to the draft agendas and letters within five (5) business days of receipt and the contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment. The COTR shall be responsible for transmitting the invitations to participants. The COTR shall provide the contractor with lists of participants for each round-table and identify the meeting site and provide logistical information including dates for each round-table and a point-

of-contact on logistical matters for each of the seven (7) meetings within three (3) business days following acceptance of the final agendas and invitation letters. Each round-table is expected to include 8-13 participants.

Deliverables and schedule under Task 3.

- 3a. Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters.**
- 3b. The contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment.**

Task 4 – Conduct Seven (7) Adaptation Round-Tables. (SOW Ref. - Work Area B, Logistical and Outreach Support, page 7)

Within five (5) business days, the contractor shall confirm their availability and participation for each of the seven (7) round-tables to the COTR. The contractor shall also make contact with the EPA logistics point-of-contact (POC) for each of the three round-table sites. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the seven (7) round-table events. Each round-table should take approximately 3 hours to complete. The note-taker shall be responsible for capturing the detailed discussion at each session and later working with the facilitator to prepare a summary of all seven (7) sessions. The contractor need not prepare a summary for each session.

Deliverables and schedule under Task 4.

- 4a. Within five (5) business days, the contractor shall confirm their availability and participation for each of the seven (7) round-tables to the COTR.**
- 4b. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the seven (7) round-table events on the dates determined by the COTR .**
- 4c. The contractor shall prepare and submit a detailed written draft summary of each round-table discussion to the COTR within five (5) business days following each round-table.**

Task 5 – Revise Each Draft Round-Table Summary Based on COTR Comment and Prepare an Integrated Summary. (SOW Ref. - Work Area B, Document Preparation, page 7)

The contractor shall within five (5) business days of receiving COTR comment on the round-table summary, prepare and submit a revised summary round-table based on COTR comment on the earlier draft. Within ten (10) business days of the final round-table, the contractor shall also

submit to the COTR, an integrated summary section that highlights areas of consensus from all seven round-tables. The integrated summary shall focus on principals that have been identified, specific project examples and tools, and recommendations for next steps by round-table participants. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.

Deliverables and schedule under Task 5.

- 5a. The contractor shall within five (5) business days of receiving COTR comment on the draft round-table summary, prepare and submit a revised summary based on COTR comment on the earlier draft.**
- 5b. Within ten (10) business days of the final round-table, the contractor shall also submit to the COTR, an integrated summary section.**
- 5c. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.**

Summary of Deliverables:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**
- 2 a. Schedule teleconference meeting with COTR within 5 days of acceptance of the final work plan.**
- 3a. Within ten (10) business days following the teleconference meeting, the contractor shall provide draft agendas and draft invitation letters.**
- 3b. The contractor shall create and submit final versions of the agendas and letters to the COTR within three (3) business days after receiving COTR comment.**
- 4a. Within five (5) business days, the contractor shall confirm their availability and participation for each of the seven (7) round-tables to the COTR.**
- 4b. The contractor shall ensure the timely arrival and performance for the experienced facilitator and note-taker for each of the seven (7) round-table events on the dates determined by the COTR .**
- 4c. The contractor shall prepare and submit a draft summary of all seven (7) round-table summary to the COTR within five (5) business days following the last round-table.**
- 5a. The contractor shall within ten(10) business days of receiving COTR comment on the draft round-table summary, prepare and submit a revised summary based on COTR comment on the earlier draft.**
- 5b. Within ten (10) business days of the final round-table, the contractor shall also submit to the COTR, an integrated summary section.**

- 5c. The contractor shall revise the integrated summary within five (5) business days of receiving COTR comment on the draft.**

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-21				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 1			Title of Work Assignment/SF Site Name Climate Change Adaptation Roun				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 4,5,8-Element 1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/05/2011 To 10/28/2011				
Comments: The purpose of this amendment to Work Assignment 1-21 is to end the period of performance on 10/28/11. The contractor shall provide a revised cost estimate for level of effort hours, cost, and fee.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee: LOE:										
Cumulative Approved: Cost/Fee: LOE:										
Work Assignment Manager Name Scott Fontenot <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number 202-566-2236 FAX Number:			
Project Officer Name Cathy Turner <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Jami Rodgers <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:			